

City of Atlantis Police Department Employee Candidate



Personal History Questionnaire

Date Submitted

Equal Opportunity/Affirmative Action Employer

REV 03/06

City of Atlantis Police Department

Police Officer – Selection Process

The following is a summary of the selection process for the position of Police Officer. The entire assessment process may be completed in as little as 6 to 8 weeks, but may also take longer. Failure of any portion of the testing is an automatic disqualifier for the selection process.

1. **Oral Board Interview**

Candidates will participate in a formally structured oral board interview, which is administered and evaluated by a panel of Certified Law Enforcement Officers and/or Management Staff. Appropriate business attire is required. Candidates are evaluated on knowledge, skills, and abilities important to the Police Officer position, such as, but not limited to, Community Policing, Communication Skills, Tolerance for Stress, Self-Presentation and Judgment/Decisiveness. A candidate who is not successful may reapply six (6) months from the interview date. Oral board scores are valid for one (1) year.

2. **Background Investigation**

Background investigations are conducted on eligible candidates. Investigations will include verification of an applicant's qualifying credentials to include, at a minimum, educational requirements, employment history, job experience, residence and neighborhood checks, age and citizenship, review of criminal history, driver license history, at least three (3) personal references, credit history, moral character (includes controlled substance) and military service, if any.

3. **Drug Screen**

Candidates will be required to submit to a screen of their urine or blood for the purposes of detecting illegal drug use. A licensed laboratory of the City of Atlantis' choosing performs exams.

4. **Psychological Examination**

Experienced, licensed psychologists contracted by the City of Atlantis for this purpose conduct pre-employment psychological evaluations. A candidate must achieve an overall acceptable level to continue processing.

5. **Computerized Voice Stress Analyzer Test (CVSA)**

CVSA examinations are administered after a conditional offer of employment is extended. Exams are conducted and interpreted by experienced CVSA operators from another law enforcement agency of the City's choosing. Areas of questioning will include, but not be limited to, past criminal activity, completeness and truthfulness of all statements made during selection process, and any past or present use of drugs.

6. **Medical Examination**

Prior to a final offer of employment, all candidates are required to successfully complete a job-related medical examination. A licensed physician performs this exam.

7. **Final File Review**

The final file review is conducted by the hiring administration. An applicant's file is reviewed in totality and in a competitive manner. Determination for placement of the best qualified is made among the pool of eligible candidates.

CURRENT JOB VACANCIES

The City of Atlantis Police Department is currently accepting applications for Florida certified police officers.

The City of Atlantis is located in central Palm Beach County, Florida. It is a gated golf course municipality bounded by major traffic arteries, and is approximately six miles from the Atlantic Ocean. The city is approximately 1.5 square miles and has a full-time population of 2100 residents. A major regional hospital, JFK Medical Center, is also within the boundaries of the City of Atlantis.

The police department includes road patrol, bicycle patrol and a detective position. Officers can also be assigned to crime scene technician, field training and department training duties. Additionally, we are very active in the Palm Beach County Multi Agency Robbery and Gang Task Forces. We are a fully functional department with 13 full-time police officers, two part-time police officers and 4 full-time telecommunicators with 24 hour enhanced 911 emergency dispatch.

We are a small town police department dedicated to community based policing and service to our community.

REQUIREMENTS:

- Must be a U.S. Citizen (F.S.S. 943.13(2))
- Must be a minimum of at least 21 years of age.
- High school diploma or General Equivalency Diploma (GED) with minimum scores as determined by FDLE requirements.
- Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement as an adult. Have good moral character as determined by a background investigation.
- Height/weight proportionate, and hearing/vision at acceptable levels
- Must pass extensive background investigation which includes drug testing
- Must have a valid Florida driver's license at time of appointment.
- Must be Florida law enforcement certified or hold a current Florida Certificate of Completion of State Certification exam.

HIRING PROCESS:

Completed and notarized application with documentation of certifications; oral board interview; extensive background investigation; drug screen; psychological exam, voice stress exam and medical exam.

Applications are available online at www.atlantisfl.gov or from the City of Atlantis Police Department, 260 Orange Tree Drive, Atlantis, FL. 561-965-1700, Fax 561-968-9443

CITY OF ATLANTIS POLICE DEPARTMENT

POLICE OFFICER BENEFITS PACKAGE

Certified Officer with less than three years of continuous police experience:

Police Officer with three (3) or less years of experience

a.	Starting salary	\$ 42,436.00	\$ 20.40/hr
b.	EMT or Fire Certified	\$ 44,558.00	\$ 21.42/hr
c.	EMT and Fire Certified	\$ 46,786.00	\$ 22.49/hr
d.	12-month salary:	\$ 44,558.00	\$ 21.42/hr
e.	EMT or Fire Certified	\$ 46,786.00	\$ 22.49/hr
f.	EMT and Fire Certified	\$ 49,125.00	\$ 23.62/hr

Certified Officer with more than three years of continuous police experience:

Police Officer with more than three (3) full years of experience

a.	Starting salary	\$ 44,558.00	\$ 21.42/hr
b.	EMT or Fire Certified	\$ 46,786.00	\$ 22.49/hr
c.	EMT and Fire Certified	\$ 49,125.00	\$ 23.62/hr
d.	12-month salary:	\$ 46,786.00	\$ 22.49/hr
e.	EMT or Fire Certified	\$ 49,125.00	\$ 23.62/hr
f.	EMT and Fire Certified	\$ 51,581.00	\$ 24.80/hr

** Note: Twelve (12) months salary increase is based upon a satisfactory evaluation. This increase is not automatic, but is dependant on the successfully completion of the twelve month probationary period. Extensions of probation shall delay any salary increase until such time as the employee successfully completes probation. This shall not apply to annual cost of living salary increases authorized by the city council.

E.M.T. differential is 5% increase over the employee's current salary at the time E.M.T. State of Florida certification test is passed. Employee will be sent to E.M.T. school at department expense, on department time. After successfully passing and becoming certified as an E.M.T., salary will increase 5%.

The City of Atlantis is also sending officers to State Firefighter Certification training, at City cost. There will be an additional 5% increase over any salary for successful completion of this training and State of Florida certification.

Pursuant to Florida statute, the City also includes the following for college level degrees:

\$40.00 per month for an associate's degree from an accredited community college.

\$80.00 per month for a bachelor's degree from an accredited college or university.

\$120.00 per month for a master's degree from an accredited college or university.

Successful completion of CJSTC Salary Incentive classes will pay \$20.00 per month for every 80 hours of permitted classes.

The City of Atlantis also offers a longevity plan. This is a once a year lump sum payment of \$100.00 per year of employment. Accrual of the longevity pay commences upon the start of employment, but is not payable until the third anniversary employment. This is not part of the employee's yearly pay, but a check given directly to the employee after the start of the new fiscal year. However, it is added to the gross yearly income for tax purposes.

Retirement: The City of Atlantis offers two retirement packages.

Currently, the first is the Florida State Retirement System. The City of Atlantis pays the full cost of contributions to the Florida State Retirement. Officers can elect either two programs within the retirement system. Officers with prior time in the Florida Retirement System will be credited for that time.

The second is a 457K-retirement plan through ICMA. This is a voluntary program that the employee may contribute to. The employee decides how much to contribute each week. The city does not contribute to this system. A management company invests the money.

Medical/Prescriptions/Vision: The City of Atlantis offers a free package to the employee. Family coverage is available at an additional cost, currently \$52.00 a week, one of the lowest cost family plans in Palm Beach County.

Dental: The City of Atlantis offers a complete dental package for the officer and family.

Life Insurance: The City of Atlantis provides a life insurance policy for the employee, free of charge.

Uniforms: The City of Atlantis provides uniforms and dry cleaning for the employee, free of charge.

Dispatcher/Clerk Training: The City of Atlantis will provide the training for this position, on the job. The ability to type is helpful, since this is a clerk's position also.

Other: The City of Atlantis offers additional medical and disability coverages for employees and families through the AFLAC Corporation. This is a voluntary program at an additional cost to the employee. Membership in the Palm Beach County Federal Credit Union is also available.

Additional Benefits: 10 paid holidays per year

Sick leave accrued at 8 hours per month, maximum of 480 hours.

Vacation time accrued at 4 hours a month for the first year.

8 hours a month after the first year. Hours accrue at higher rate as years of service increase. A percentage of remaining vacation time can be carried over to the next year, if not used.

Administrative Leaves (Bereavement, Maternity, etc.)

Workers Compensation

Tuition Reimbursement

Extensive training opportunities

CITY OF ATLANTIS POLICE DEPARTMENT

APPLICATION FOR EMPLOYMENT

****INSTRUCTION PAGE****

- A. This application must be filled out completely and accurately. Incomplete applications, or those lacking sufficient information to permit a complete background check will not be considered.
- B. All statements in this application are subject to verification. Any applicant who intentionally provides false information on this application, or in any subsequent interview, will automatically be disqualified from consideration for employment.
- C. If a question does not apply to you, write "N/A" (not applicable). There should be no blank sections.
- D. If the space provided to answer a question completely and correctly is not sufficient, provide the additional information on a separate piece of paper 8 ½ x 11, indicating the number of the question it applies to. More than one response may be put on the sheet of paper. Attach as many sheets of paper as necessary to complete the application.
- E. This packet must be completed by typewriter, or **legibly printed** in black ink. All signatures must be in black ink. Signatures required to be notarized **must** be signed in the presence of a Notary Public. There are notaries at the City Hall and Police Department to assist you.
- F. The following documents must be available and ready for copying if you are being considered for employment. All must be original documents, or certified copies. (Note Federal Laws prohibits the copying of naturalizations papers. Naturalized citizens must present the actual papers at the time of application.)

- () 1. Birth Certificate
- () 2. Social Security Card
- () 3. High School Diploma or State Issued G.E.D. Certificate
- () 4. College Diploma or transcripts (if applicable).
- () 5. Valid Driver's License (you must obtain a valid Florida's Driver's License within 30 days of employment if you possess an out of state license).
- () 6. Military Discharge Certificate or DD-214, and any other military records if applicable.
- () 7. Naturalizations papers
- () 8. A recent 2x2 color photograph (Polaroid is acceptable)
- () 9. Any certificates relating to Law Enforcement or related training
- () 10. Police Academy certificate. (out of state must attach a curriculum transcript).

Return this completed application and supporting documentation to:

City of Atlantis Police Department 260 Orange Tree Drive, Atlantis, Florida 33462

NOTICE REGARDING THE COLLECTION AND USE OF YOUR SOCIAL SECURITY NUMBER BY THE CITY OF ATLANTIS, FLORIDA

Pursuant to subparagraph 119.07 (5) a 2 a, *Florida Statutes* The City of Atlantis is providing you with the following statement as a result of the city's request for your social security number. Your social security number is being collected by the city either because such request is specifically authorized by law or its use is imperative to the performance of the city's duties and responsibilities under law. Your social security number will not be used for any purpose other than as provided below.

The City of Atlantis, Florida, collects your social security number for the following purposes:

Classifications of accounts; identification and verification; credit worthiness; billing and payments; data collection; reconciliation; tracking; benefit processing; and tax reporting. Social security numbers are also used as a unique, numeric identifier and may be used for search purposes.

CITY OF ATLANTIS POLICE DEPARTMENT
APPLICATION FOR PROSPECTIVE EMPLOYMENT

Please read and consider each question carefully before you answer it.

Answer each question as completely as possible

GENERAL SECTION:

1. Name: _____ 2. Sex: _____ 3. Date of Birth: _____
Last First Middle
4. Age: _____ 5. Height: _____' _____" 6. Weight: _____ 7. Hair: _____ 8. Eyes: _____
9. Build: _____ 10. Complexion: _____
11. Present Address: _____
Number Street Apt. # City State Zip
12. Telephone #: (____) _____ 13. Own Home () Rent Home ()
14. How Long at the Above Address? _____ 15. FL Resident? _____
Years/Months Years/Months
16. Resident of Palm Beach County? _____
Years/Months
17. Social Security Number: _____/_____/_____
18. Naturalization Certificate Number (if applicable): _____
19. City/County/State of Birth: _____
20. List **all** previous addresses, starting with the last address first. Use additional pages as necessary:
- | <u>Number</u> | <u>Street</u> | <u>Apt. #</u> | <u>City</u> | <u>State</u> | <u>Zip</u> | <u>From/To</u> |
|---------------|---------------|---------------|-------------|--------------|------------|----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
21. Have you ever before applied for employment with this Department? Yes () No ()
Date(s): _____

Use reverse side of page for additional data, if needed.

Investigator Initials

Date

Applicant Initials

Do not sign this section until instructed to do so by investigator

PERSONAL SECTION:

22. Next of Kin (for emergency notification only): If there is none, write "NONE".

Name	Address	Telephone	Relationship
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23. Marital Status: () Single () Married () Separated () Divorced

24. If Married, Spouse's Name: _____

25. List **all** children, whether or not a dependant & all other dependants:

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Living At Home ?</u>	<u>Occupation</u>
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26. Parents: _____

Father	Age if Living	Address & Telephone Number
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Mother	Age if Living	Address & Telephone Number
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27. Parents of Spouse, if applicable:

Father	Age if Living	Address & Telephone Number
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Mother	Age if Living	Address & Telephone Number
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28. List any fraternal, social, business or patriotic organizations with which you are affiliated.
You need not respond to this question, unless you wish to, if your response would indicate the racial, ethnic, religious or sexual composition of the membership of such organization.

<u>Organization</u>	<u>Location (City/State)</u>	<u>Office/Positions Held</u>	<u>Membership Status</u>
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Use reverse side of page for additional data, if needed.

Investigator Initials

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EDUCATION SECTION:

29. Grade School:	_____	_____	_____	_____	_____
	Name	Address if Known/City/State	Grade Completed	Yr. Grad.	
30. Middle School:	_____	_____	_____	_____	_____
	Name	Address if Known/City/State	Grade Completed	Yr. Grad.	
31. High School:	_____	_____	_____	_____	_____
	Name	Address if Known/City/State	Grade Completed	Yr. Grad.	
32. Voc. Tech.:	_____	_____	_____	_____	_____
	Name	Address if Known/City/State	Course of Study	Yr. Grad.	
33. College:	_____	_____	_____	_____	_____
	Name	Address if Known/City/State	Major	Cr. Hr.	Yr. Grad.
	_____	_____	_____	_____	_____
	Name	Address if Known/City/State	Major	Cr. Hr.	Yr. Grad.

Total Years of College Attended: _____ Cr. Hrs. Earned: _____ Degree: _____

34. Other Formal Education: List names and addresses of all schools and other training institutions, including military training and MOS if applicable. Note any degrees, licenses or certificates that you have earned. Specifically include any law enforcement related training, such as RADAR/LASER operator, instructor certifications, etc., and note whether the certifications are still current.

Use additional sheets as necessary

35. Do you speak, write or understand any language other than English? _____
If "yes", please provide details: _____

36. In addition to previously mentioned educational factors, list any other experience, hobbies and/or skills that you believe render you particularly qualified for the position: _____

Use reverse side of page for additional data, if needed.

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LAW ENFORCEMENT:

37. Law Enforcement Academy: _____
Name Address City State

Hours of Training/Credits Certificate Number Dates Attended (To/From)

38. Are You Presently a Florida Certified Law Enforcement Officer? _____

39. If the answer to question #38 was "yes", complete the following section:

Certificate Number and Date: _____

Month/Day/Year you last worked as a Law Enforcement Officer in Florida: _____

40. Are you presently, or have you ever been, certified as a police officer, police auxiliary officer, peace officer, corrections officer or other certified law enforcement officer in any other State, or by the Federal government (other than Military Police)? If yes, give the dates, location(s) and any other pertinent details, including any certificate numbers: _____

41. List **all** other law enforcement agencies that you have applied to in the last three (3) years. List the agency name, location, and date of application: _____

42. Are you currently under application with any other law enforcement agency? () Yes () No

43. If yes, please note the agency name and location: _____

44. Have you ever been fingerprinted? () Yes () No

45. If "Yes", where and for what reason? _____

46. Have you ever had a polygraph or voice stress analysis (lie detector tests)? () Yes () No

47. If "Yes", give details. Use additional sheets as necessary and attach to this application: _____

Use reverse side of page for additional data, if needed.

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DRIVING AND ARREST SECTION:

48. Have you ever been arrested or detained by any law enforcement agency? () Yes () No
If "Yes", give details including crime charged, police agency, location, date and disposition. Use additional sheets as necessary and attach to this application: _____

49. Have you ever been convicted of any crime, other than a minor traffic violation, and specifically including driving while under the influence of alcohol or drugs, in any state, at any time of your life? If so, list the nature of the crime(s), city, state and court in which you were convicted, date of conviction and disposition of the case. () Yes () No
If none, write "NONE". Use additional sheets as necessary.

50. Have you ever been placed under the supervision of any state, county, municipal, or other parole or probation agency? () Yes () No If so, give details below: _____

51. Do you drive a car? () Yes () No

52. Driver's License Number: _____ Class: _____ State: _____

**** You must have a Florida Driver's License if employed or with children in school in Florida ****

53. Have you ever been licensed to drive in any state or country other than Florida? () Yes () No

54. If the answer is "Yes", what state(s)? _____

55. Has your driver's license ever been revoked/suspended in any state at any time? () Yes () No
If "Yes", give details below: _____

56. List all traffic convictions from any state that you have had in the last five years. Include the state, the charge(s), and the disposition. This should include each time you were stopped by a police officer and issued one of the following; summons, mail-in-fine, mandatory court appearance, written warning or verbal warning. Examples of traffic violations would include; speeding, stop sign violations, equipment violations, etc. If none, write "NONE".

Violation:	Date:	Location of violation (State):
Issuing agency:	Paid fine: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Court appearance Yes <input type="checkbox"/> No <input type="checkbox"/>	
Court Finding: Guilty <input type="checkbox"/> : Not Guilty <input type="checkbox"/> : Probation <input type="checkbox"/> : Driving school <input type="checkbox"/> : Other <input type="checkbox"/>		
Explanation:		

Use reverse side of page for additional data, if needed.

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Violation:	Date:	Location of violation (State):
Issuing agency:	Paid fine: Yes <input type="checkbox"/> No <input type="checkbox"/> Court appearance Yes <input type="checkbox"/> No <input type="checkbox"/>	
Court Finding: Guilty <input type="checkbox"/> : Not Guilty <input type="checkbox"/> : Probation <input type="checkbox"/> : Driving school <input type="checkbox"/> : Other <input type="checkbox"/>		
Explanation:		

Violation:	Date:	Location of violation (State):
Issuing agency:	Paid fine: Yes <input type="checkbox"/> No <input type="checkbox"/> Court appearance Yes <input type="checkbox"/> No <input type="checkbox"/>	
Court Finding: Guilty <input type="checkbox"/> : Not Guilty <input type="checkbox"/> : Probation <input type="checkbox"/> : Driving school <input type="checkbox"/> : Other <input type="checkbox"/>		
Explanation:		

57. Driver Training:

Driver Education:() Yes () No
 Defensive Driving:() Yes () No
 Tactical (Police) Driving:() Yes () No
 Other : _____

58. List any other types of vehicles that you can operate in addition to passenger automobiles, vans, and trucks: _____

59. List all vehicles registered to you or that you operate, including year, make, model, color & license tag: _____

Use reverse side of page for additional data, if needed.

Investigator Initials

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MILITARY/SECURITY SECTION:

60. Have you ever served in the military service of a country other than the United States?

() Yes () No

61. If "Yes", give details: _____

62. Have you ever served in the United States Military Service? () Yes () No

63. Branch: _____ From: _____ To: _____
Service Number: _____ Highest Rank: _____
Type of Discharge: _____

64. If you were discharged for medical reasons, explain in complete detail on another sheet of paper.

Attachment: () Yes () No

65. If you failed the physical for military service, explain in complete detail on another sheet of paper.

Attachment: () Yes () No

66. Have you ever received any **military** medals or citations? () Yes () No

If so, please list: _____

67. Are you presently a member of a reserve unit? () Yes () No
Branch: _____ Rank: _____ () Active () Inactive

68. Have you ever had a U.S. security clearance? () Yes () No

69. If "Yes", how high? _____ Still Active? () Yes () No

70. Have you ever traveled outside the United States with a passport? () Yes () No

71. If "Yes", to what countries? _____

72. Have you ever been bonded? () Yes () No

73. If "Yes", where and for what reason? _____

74. Have you ever changed your name, apart from marriage, or have gone by any other name other than the one on this application? () Yes () No

75. If "Yes", explain in detail including names, dates and locations: _____

Use reverse side of page for additional data, if needed.

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SUBSTANCE USE:

76. Do you drink alcoholic beverages? () Yes () No

77. If "Yes", how much and how often? _____

78. Do you now, or have you ever possessed, supplied, or sold any narcotic or controlled substance such as, but not limited to, marijuana, hashish, cocaine, LSD, amphetamines, heroin, barbiturates, steroids, GHB, PCP, or any drug of a similar nature? () Yes () No

a. Drug(s): _____
b. Circumstances: _____
c. Number of times possessed/supplied/sold: _____
d. First time possessed/supplied/sold: _____
e. Last time possessed/supplied/sold: _____

79. Do you currently use any controlled narcotic or controlled substance, such as, but not limited to, those listed in question number 77, or have you used such a narcotic or substance within the past ten (10) years? () Yes () No

80. If "Yes", give details. Use additional sheets as necessary and attach to this application: _____

81. Have you ever been tested for the use of illegal drugs or controlled substances? () Yes () No

82. If "Yes", give details. Use additional sheets as necessary and attach to this application: _____

83. Have you ever been treated for alcohol or substance abuse? () Yes () No

84. If "Yes", give details. Use additional sheets as necessary and attach to this application: _____

Use reverse side of page for additional data, if needed.

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FINANCIAL SECTION:

(Pursuant to the Fair Credit Reporting Act, a credit check may be conducted for employment purposes.)

85. What pay range do you expect if employed? _____ - _____ / week.

86. If employed, will you have any other source(s) of income? If so, state the specific sources and amounts per week.

87. Do you own your home, or do you rent? _____ Monthly payment: _____

88. Apart from mortgages, credit cards, secured loans and personal loans, are you presently under any liens, judgments, bankruptcies, or involved in any legal action that will adversely effect your financial situation.

Do not include information relative to divorce or child support payments. () No () Yes

89. List firms from which you have, or have had, loans or charge accounts. Use additional pages, if necessary and attach to this application:

Name of Bank/Card: _____ Account Number: _____
Expiration Date _____ Credit Limit: _____ Amount Owed: _____
Address: _____

Name of Bank/Card: _____ Account Number: _____
Expiration Date _____ Credit Limit: _____ Amount Owed: _____
Address: _____

Name of Bank/Card: _____ Account Number: _____
Expiration Date _____ Credit Limit: _____ Amount Owed: _____
Address: _____

Name of Bank/Card: _____ Account Number: _____
Expiration Date _____ Credit Limit: _____ Amount Owed: _____
Address: _____

90. Have you ever received unemployment benefits? () Yes () No

91. If yes, please specify dates: _____

92. Life Insurance Company: _____

93. Auto Insurance Company: _____
Type: () Liability () Collision () Both

Use reverse side of page for additional data, if needed.

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EMPLOYMENT RECORD SECTION:

Beginning with your current or most recent employer, complete the following. List **all** previous employers that you can remember. Use an additional 8 ½ x11 sheet of paper if needed. Information must be sufficient for us to make contact without asking you for further information.

94. Present or most recent employer: _____
Address: _____
 Number Street City State Zip Telephone
Supervisor: _____ From: _____ To: _____
 Name Title Phone Month/Year Month/Year
Job Title or Position: _____
Duties: _____
Monthly Salary: _____ Reason for Leaving: _____
If still employed, do we have your permission to contact your present employer for references? _____
If "No", why not? _____

95. Previous employment: List in reverse order, from the most recent backwards.
Company Name: _____
Address: _____
 Number Street City State Zip Telephone
Supervisor: _____ From: _____ To: _____
 Name Title Phone Month/Year Month/Year
Job Title or Position: _____
Duties: _____
Monthly Salary: _____ Reason for Leaving: _____

96. Company Name: _____
Address: _____
 Number Street City State Zip Telephone
Supervisor: _____ From: _____ To: _____
 Name Title Phone Month/Year Month/Year
Job Title or Position: _____
Duties: _____
Monthly Salary: _____ Reason for Leaving: _____

97. Company Name: _____
Address: _____
 Number Street City State Zip Telephone
Supervisor: _____ From: _____ To: _____
 Name Title Phone Month/Year Month/Year
Job Title or Position: _____
Duties: _____
Monthly Salary: _____ Reason for Leaving: _____

Use reverse side of page for additional data, if needed.

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PERSONAL REFERENCE SECTION:

List **at least** five (5) people, preferably living in Florida, who are not related to you at all, are not former employers, are not related to each other and who have personally known you for **at least five (5) years**. These people **will** be contacted for references.

98. _____
Name Street Address

City State Zip Code
(_____) _____
Telephone Number Occupation Years Known

99. _____
Name Street Address

City State Zip Code
(_____) _____
Telephone Number Occupation Years Known

100. _____
Name Street Address

City State Zip Code
(_____) _____
Telephone Number Occupation Years Known

101. _____
Name Street Address

City State Zip Code
(_____) _____
Telephone Number Occupation Years Known

102. _____
Name Street Address

City State Zip Code
(_____) _____
Telephone Number Occupation Years Known

103. _____
Name Street Address

City State Zip Code
(_____) _____
Telephone Number Occupation Years Known

Use reverse side of page for additional data, if needed.

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104. **ALL APPLICANTS:**

THE FOLLOWING QUESTIONS MUST BE ANSWERED IN INK, ON THIS SHEET OF PAPER, IN YOUR OWN HANDWRITING. DO NOT USE A TYPEWRITER OR COMPUTER TO FILL THIS SECTION OUT. You may use the reverse side of this sheet if more space is required. Please answer each question with a short essay of fifty (50) words or more. Your application will not be considered complete without this sheet and answers attached.

- A. What personal traits and abilities do you believe you possess that would make you a desirable employee?
- B. Why are you attracted to the City of Atlantis in seeking employment?
- C. Discuss your personal attitudes toward shift work, dangers of the job and the effect on family life?
- D. (Police Officers Only) As a police officer, you may have to use deadly force. Comment on your feelings about this.

Use reverse side of page for additional data, if needed.

Investigator Initials

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Do not sign this section until instructed to do so by investigator

CERTIFICATION AND LOYALTY SECTION:

105. A. LOYALTY OATH: I, _____, a citizen of the United States of America, and if being employed by, or as an officer of, the City of Atlantis Police Department, and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States, and of the State of Florida; that I do not believe in, nor support, the overthrow of the Government of the United States, or the State of Florida, by force or violence; that I am not a member of, nor support, any organization, group or party which believes in or teaches, directly or indirectly, the overthrow of the government of the United States, or the State of Florida, by force or violence; and that I am not a member of, nor support, any subversive, terrorist, street gang or criminal group.

Applicant Signature

B. CERTIFICATION: I hereby certify that all of the information and statements made by me on this application are true, correct and complete to the best of my knowledge. I also swear and affirm that there are no misrepresentations, omissions or falsifications of the above statements and answers to questions. I am aware that should investigation disclose such misrepresentations, falsifications or omissions, my application will be rejected and I will be disqualified from applying in the future for any position in the service of the City of Atlantis, or, if after acceptance for employment, subsequent investigation should disclose misrepresentations, falsifications or omissions, it will be just cause for immediate dismissal from the employment of the City of Atlantis. I also give full and unqualified permission to the City of Atlantis Police Department to make any and all inquiries into my present and past personal and business status, as may be deemed necessary in the interests of the Department and my employment therein.

Applicant Signature

NOTE: ALL OF THE SIGNATURES ON THIS PAGE, AS WELL AS ANY OTHER SIGNATURE THROUGHOUT THIS APPLICATION, MUST BE NOTARIZED.

Subscribed and duly sworn to before me by applicant _____

Print Name

this _____ day of _____ 20__ A.D. at the
City/Town of _____, County of _____,
and State of _____.

OFFICIAL SEAL

Signature of Notary/Officer

Title or Rank

Use reverse side of page for additional data, if needed.

Investigator Initials

Date

Applicant Initials

Do not sign this section until instructed to do so by investigator

106. **PART-TIME EMPLOYEES ONLY:**

If you are applying for a part-time position, please answer the following questions. If any factors listed below change after you have been employed, please ask for and complete another of these sheets.

NAME: _____

What days of the week can you work? _____

What hours of the day can you work? _____

How many days a week are you able to work? _____

Do you anticipate any future conflicts with the information given above? _____

Are your hours flexible? For example, could you come in to work on short notice if requested to do so?

In the event of a hurricane, or other major event, would you have obligations that would prevent your reporting for either scheduled or unscheduled emergency duty? _____

Please list any other information that you believe would be helpful in determining your scheduled work hours? _____

Use reverse side of page for additional data, if needed.

Investigator Initials

Date

Applicant Initials

Do not sign this section until instructed to do so by investigator

**AUTHORITY FOR RELEASE
OF INFORMATION
(Background Investigation Waiver)**



**CJSTC
58**

Incorporated by Reference in Rule 11B-27.0022(2)(b), F.A.C.

To: Concerned Person or Authorized
Representative of Any Organization,
Institution or Repository of Records

APPLICANT'S NAME: _____

DATE OF BIRTH: _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

EMPLOYING AGENCY REQUESTING BACKGROUND INFORMATION: _____

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, medical records, credit records, and criminal history records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or photocopies from my military personnel and related medical records, including a photocopy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Section 768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. **Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.**

Applicant's Signature _____

_____ Date

Applicant's Address _____

AFFIDAVIT

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ who says that he/she executed the above instrument of his or her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this _____ day of _____, 20_____. My Commission expires on _____, 20_____. Personally Known _____ - or -

Produced Identification _____ Notary Public: _____

Type of identification produced: _____